

U.S Consulate General, Peshawar
Peshawar, Pakistan

March 02, 2020

To: Offerer

From: Contracting Officer
General Service Office
U.S. Consulate General
11 General Hospital Road,
Peshawar Cantt

peshawarprocurement@state.gov; kamala@state.gov

Subject: PR8603581 : Architect and Engineer services for the installation design of one FEBR door

1. GENERAL:

The American Consulate in Peshawar requires the services of a qualified Architect and Engineer for design and structure study services. The contractor is required to draw the layout of the existing condition around an exit door and design the layout for a new forced entry/ballistic resistant (FEBR) door

2. LOCATION:

Contractor shall carry out the work at US Consulate Peshawar. US Consulate General is located at 11 Hospital Road, Peshawar Cantt, Pakistan.

3. GENERAL REQUIREMENTS:

- 3.1. The work shall be executed in a diligent manner in accordance with a fixed performance period of forty-five (45) working days.
- 3.2. The contractor shall require preparing reports, bill of materials, catalog cuts, schedules, layouts, shop drawings and cost estimates. These documents shall provide the necessary interfaces, coordination and communication among the Consulate General and the contractor.
- 3.3. Contractor is responsible to take exact measurement during pre-bid meeting and site visit.
- 3.4. Contractor shall perform the job in accordance with U.S. Codes and standards and local host country codes.

3.5. The Facilities Section U.S. Consulate General Peshawar will provide technical direction to the Contractor.

3.6. For health and safety requirement please refer to 5.

4. SCOPE OF SERVICES

4.1. US Consulate General is issuing this request for quotation (RFQ) to select qualified contractor for structural engineering design services for designing the installation of an FEBR door. This Statement of work is only limited to design services.

4.2. Survey of Existing conditions. The following work is required.

4.2.1. Ground Penetrating Radar (GPR) to locate the existing rebar in the wall and column on either side of new FEBR door location.

4.2.2. Measure the extent of the concrete walls and column located at the new FEBR door location.

4.2.3. Check and verify existing beam

4.2.4. Create As-Built drawings, which become basis for the design in the next section.

4.3. Establish a design that will support new FEBR door that includes:

4.3.1. H Frame to support new FEBR Door

4.3.2. Show Existing TSS Controls that will be impacted by demolition and show new location of controls and its wiring

4.3.3. Include the Fire strobe and pull station in the drawings. It is assumed the strobe and pull station will be existing to remain. Confirm that these items are un-impacted by the demolition and construction.

4.3.4. New design shall include a new French drain in front of door to prevent water from coming in under new door.

4.4. Should there be unforeseen conditions; design should instruct Contractor to contact Post immediately to resolve issues.

4.5. A/E shall provide structural calculations for OBO/Structural to Review. Calculations shall include: calculations for shear capacity in the wall to resist a lateral load when the door is in operation. Assume the weight of the door to be 1200 pounds. Also calculate shear capacity in anchors, steel plates, welds etc. when designing the H Frame to support the new FEBR Door.

4.6. The A/E is required to submit soft copies of the drawings and calculations.

4.7. The contractor shall provide the cleared personnel, material, equipment and supervision to complete the technical requirements in this statement of work. The contractor shall follow the safety and security directives as explained by Contracting Officer Representative (COR).

4.8. The final locations and routes shall be demonstrated and approved during a pre-construction site visit meeting.

5. HEALTH & SAFETY

- 5.1. Contractor shall at their own expense, protect its employees and all other persons from risk of death, injury or bodily harm arising from or in any way related to the work. Contractor shall fully comply with all laws, orders, citations, rules, regulations, standards and statutes concerning occupational health and safety, accident prevention, safety equipment and practices, including, but not limited to federal and state OSHA regulations.
 - 5.2. Contractor is responsible for provision of appropriate and legally acceptable means of access to its employees to perform the job safely, e.g. Scaffolds, Ladders, Platforms, etc.
 - 5.3. All workforces reporting into the site must be equipped with hard hats, work shoes, eye protection, and respiratory protection for oil based liquids (provided by the contractors).
 - 5.4. All tools, equipment and machinery mobilized by the contractor must be in safe condition to use, preferably they are to meet federal regulations.
 - 5.5. The contractor will be required to conduct morning Toolbox talk at the start of each shift with all staff attending it.
 - 5.6. Standard scaffold to be used by the contractor for elevated areas and the scaffolding must be inspected by FAC/APOSHO prior to commencement of work.
 - 5.7. Any height greater than 6ft to be guarded by standard handrail, mid rail and kick board.
 - 5.8. Elevated work forms to be accessed only by ladders.
 - 5.9. Prior to paint near electrical fittings, communicate the scenario to POC.
 - 5.10. The contractor is responsible to provide MSDS of the chemicals being used.
 - 5.11. The contractor is responsible for daily housekeeping of the jobsite.
 - 5.12. All Hot works to be carried out must have an approved (from FAC) Permit to perform hot work.
 - 5.13. The contractor shall be responsible for reporting all mishaps.
6. The contractor shall perform the job in accordance with International building Codes and standards and host country codes. International Building Codes 2006, ASTM Standards and local host country codes.
 7. The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its construction and other services.
 8. The Contractor shall assign a Project Site Manager, who shall be responsible for the overall management of the project and shall represent the Contractor on the site during construction. The Contracting Officer (CO) or his Designee must approve the Project Site Manager. The project site manager shall attend all project meetings.
 9. The Contractor shall prepare and maintain a Quality Control Schedule (QCS) to address the cost and schedule of the project. The QCS must document the entire project from beginning to end.
 10. The Contractor shall verify that all materials, equipment, and systems provide operational dependability. The Contractor shall construct the project for easy maintenance with readily available materials and services. Contractor shall maximize the compatibility of materials.
 11. Any cost associated with services subcontracted by the Contractor shall be, borne by, and be the complete responsibility of the Contractor under this fixed price of this contract.

12. The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. Contractor shall submit a safety plan. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.
13. The Contractor shall be and remain liable to Consulate General Peshawar in accordance with applicable laws for all damages to United States Government property caused by the Contractor's negligence in the performance of any of the services furnished under this contract.
14. The Contractor shall examine all the documents. The Contractor is responsible for knowing all the conditions and limitations applied to the work. Con. Gen. Peshawar shall make no subsequent allowance to the Contractor for neglect of the existing conditions.
15. The Contractor shall perform all the necessary corrections/adjustments as identified as per Punch List conducted by the COR.
16. The Contractor shall be responsible for all required materials, equipment and personnel to manage, administer, and carry out supervision of this project. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.
17. Contractor shall execute the work in a diligent manner and complete the project within the performance period. Contractor shall clean the site daily and the performance period for project completion shall include a final cleanup of the construction site.
18. The Contractor may use the area within the compound for operation of his construction equipment and may maintain temporary facilities with COR approval. The Contractor is responsible for obtaining any additional off-compound storage as required.
19. The Contractor shall be responsible for connection of all new utilities to existing utilities including power. All temporary connections to power lines shall be coordinated with the Facilities Maintenance Supervisor (FMS) through the COR.
20. At the end of each workday, or with notification of a temporary stop order, the Contractor shall temporarily seal the project area. Beginning the next workday, contractor shall remove the temporary seal before continuing the project.
21. If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. Consulate General Peshawar may, by contract or otherwise, perform the services and charge the Contractor any cost incurred by Consulate General Peshawar that is directly related to the performance of such service or terminate the contract for default.
22. The COR has the right to inspect and test all services called for by the contract, to the extent practicable, at all times and places during the term of the contract. The COR may perform quality assurance inspections to confirm that Contractor performs the work according to the Contract Documents.
23. The Contractor shall visit the site to determine the full extent of the work. Failure to inspect the site will not constitute grounds for a claim after contract award. A site visit will be scheduled through the Contracting Officer (CO).
24. The Contractor shall dispose of materials removed under this contract at a legally approved disposal site. The Contractor shall adhere to all local laws, and requirements concerning removal, transportation, and disposal of the material.
25. Temporary electrical power and water shall be provided by the Government at no cost to the Contractor from existing lines and sources located at the building site. The characteristics and source locations may be verified by a visit to the site. The Contractor shall provide ample temporary storage shed space for materials requiring shelter from the weather, and security and safety protection.

26. The Contractor shall be responsible for obtaining all licenses and permits necessary, in compliance with any laws, codes, and regulations applicable to the execution of this work.
27. The Contractor shall warrantee work to be free of defects and workmanship for a period of 6 months from date of acceptance.

28. DELIVERABLES, SCHEDULE AND PERIOD OF PERFORMANCE

The Contractor shall be responsible for developing the Construction Timeline and Schedule of Deliverables acceptable to the COR prior to commencement of the construction.

- 28.1. Contractor's schedule shall focus on all work to be performed, to ensure proper sequencing and avoid conflicts or any damage to completed work, as the work progresses. This shall include any protective measures that shall be applied in a timely manner, such as protecting installed floor/grout by covering with plastic/cardboard/paper, providing mats at entry points to prevent tracking of dirt and or mud, protecting fixtures and appliances, etc., from delivery to installation and through completion.
- 28.2. Contractor shall complete all work under this Contract within fortyfive (45) working days upon receipt of the Notice to Proceed.
- 28.3. The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the contract period specified.
- 28.4. Liquidated damages shall be assessed at Rs 10000.00 PKR per day for any delays past the 90 performance days from NTP.
- 28.5. Work time will be from 0800 hrs to 1630 hrs Monday through Friday.
- 28.6. The following leave schedule will be followed for 2020.

HOLIDAY	DATE	DAY	TYPE
New Year's Day	January 1	Tuesday	U.S.
Martin Luther King Jr. Birthday	January 21	Monday	U.S.
Kashmir Day	February 5	Tuesday	Pakistan
Washington's Birthday	February 18	Monday	U.S.
Pakistan Day	March 23	Saturday	Pakistan
Labor Day	May 1	Wednesday	Pakistan
Memorial Day	May 27	Monday	U.S.
Eid al Fitr*	June 5 - 6	Wednesday, Thursday	Pakistan
Independence Day	July 4	Thursday	U.S.
Eid al Adha*	August 12 - 13	Monday, Tuesday	Pakistan
Pakistan Independence Day	August 14	Tuesday	Pakistan
Labor Day	September 2	Monday	U.S.
9th and 10th Muharram*	September 10 - 11	Tuesday, Wednesday	Pakistan

Columbus Day	October 14	Monday	U.S.
Veteran's Day	November 11	Monday	U.S.
Thanksgiving Day	November 28	Thursday	U.S.
Christmas Day	December 25	Wednesday	U.S.

* Religious holidays are subject to the appearance of the moon and may vary from the scheduled dates

28.7. Quote must be in line item format, clearly defining material, labor, and installation cost. The contractor is encouraged to add additional columns to clarify additional expenses.

28.8. The CO has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The CO may perform quality assurance inspections to confirm that Contractor performs the work according to the Contract Documents.

28.9. The contractor is required to submit names for security clearance at a specific time and must have appropriate labor for unforeseen shortage of personnel. The US Consulate is not responsible for delay for labor shortage or delay due to incomplete or untimely submission of personnel list.

29. **CLEANING**

Oversee cleaning to ensure that building and grounds are maintained free from accumulations of waste materials and rubbish at all the times. Sprinkle dusty debris with very fine water mist to control accumulation of dust. Do not use water in quantity so as to puddle. During progress of work, and on daily basis, contractor shall cleanup work areas and access areas, and dispose of waste materials, rubbish, and debris. Contractor shall not allow waste materials, rubbish, and debris to accumulate and become an unsightly or dangerous condition at any time and shall remove such, from site and legally dispose of them at public or private dumping areas, off the Consulate property. Contractor shall keep streets and access to the site free of rubbish/debris and shall not drop or throw materials from heights. Upon completion of work, contractor shall clean all windows/window glass/doors and any other spattered surfaces, and remove all spattered sealer by proper methods of washing and scraping, using care not to scratch or otherwise damage finished surfaces.

Upon completion of work, contractor shall clean all affected areas and surroundings.

30. **AWARD**

Contract award is based on a "Lowest-Priced Technically Acceptable (LPTA) contracting procedure. Proposals undergo an initial evaluation for technical acceptability. Proposals that are determined to be technically acceptable are then competed for award. Award is based on lowest price.

The following table defines the criteria for technical acceptability. These items must be present in the proposal. Failure to provide any of the following deliverables may deem the contractor quotation as being unacceptable. A determination of unacceptable precludes the bid from consideration.

State, in writing, and agree to the 30 days credit payment terms?
A minimum of one foreman person capable of communicating and reading the English language. (this persons should be present at the site visit)
Was any representative of the contractor present at pre-bid meeting?
Provide an established business with a permanent address and telephone listing?
Demonstrate prior construction experience with suitable references?
Is past performance acceptable?
Provide a list of necessary personnel (to include qualifications), equipment (major tools and accessories) and financial resources available to perform the work?
List approximate number of personnel that will be on-site to carry out said work
Provide proof or capability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;
Provide a warranty period and description of items covered that is to be issued upon project completion?
Provided detailed project schedule showing work phasing and proposed daily progress schedule? Bar chart schedule is preferred.
Provide a cost breakdown, as shown in the example above
Is quote received within due date?
Is contractor quoted reasonable price?
Is quote submitted properly followed the instructions mentioned in the covering letter?
Is period of performance acceptable which is mentioned in the SOW ?
Is contractor demanded advance payment? (the USG does not provide advance payment)

31. **TERMS & CONDITIONS**

Inspection & Acceptance:

A Government representative will inspect the work, to determine the quality and acceptability. Substandard work shall be rejected/returned at vendor's expense.

Contract Clauses:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link

http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

52.249-2 Termination for Convenience of the Government (Fixed-Price)
(MAY 2004) Alternate I (APR 1984)

52.212-4 Contract Terms and Conditions—Commercial items (May 2015)

52.212-5 Contact Terms and Conditions required to implement statutes or Executive Orders—Commercial Items (Feb 2016)
52.243-1 Firm Fixed Price

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Finance Office after satisfactory service is provided.

To save administrative expenses; we will make payments on quarterly basis i.e. after receiving services for every three months.

Submission of Invoice:

Each invoice shall include vendor invoice number, purchase order number, date issued, brief description of supplies/services provided, quantities, unit and total price and signed by the signing authority.

Original invoice should be submitted to Finance Office, at address given below.

Finance Office
US Consulate General, Peshawar
11 General Bakht Khan Road, Peshawar Cantonment
Or e-mail to: peshawarfinance@state.gov
CC: **peshawarprocurement@state.gov**

Although email is the preferred method, invoices may also be submitted by mail
Note: Vendor must write bank account detail on invoice when submitting to Finance Office.
For payment related queries please contact peshawarfinance@state.gov
Contracting Officer takes no responsibility for payment and/or associated queries.

Offer Due Date:

Pre-solicitation visit will be arranged on March 12, 2020, interested parties, companies, contractors, Architects and Engineers wishes to visit the location, must submit the detail of their representative/s but not more than 02 persons i.e. Complete name, CNIC #, Vehicle make, model, color & number) to procurement office @ Peshawarprocurement@state.gov by March 10, 2020 before COB to get access approval.

After the site visit the interest parties/companies/contractors must submit their itemized proposal and quotation on or before March 20, 2020 to Procurement Office, U.S. Consulate General, Peshawar via Email to the following email address:
Peshawarprocurement@state.gov or through courier to:-

Attention: Procurement Section

US Consulate General, Peshawar
11 General Bakht Khan Road, Peshawar Cantonment

Quotation must be prepared on company letter head in accordance with the requested details of RFQ.

The reference of RFQ PR number must be mentioned in all correspondence regarding this request for site visit and price quotation.